

October 31, 1947

Rear Admiral R. H. Hillenkoetter
Director, Central Intelligence Agency
Washington 25, D. C.

Dear Mr. Hillenkoetter:

SUBJECT: Federal Employee Loyalty Program.

Since the Civil Service Commission has a joint responsibility with the heads of departments and agencies to assure the successful and prompt administration of the Federal Employee Loyalty Program, I am addressing this communication to you with the request that you have such inspection made as may be necessary to make certain that the requirements of the program are being met.

Executive Order 9835 and Chapter 12 of the Federal Personnel Manual requires: (1) that for employees on the rolls as of September 30, 1947, Standard Forms 84 and 86 be submitted each month to the Federal Bureau of Investigation at the rate of 15% of the total employees on the rolls and (2) that for persons entering the Federal service on and after October 1, 1947, forms be submitted within three days for initiation of record checks and inquiries in the manner provided in Chapter 12 of the Federal Personnel Manual. The forms for use in the program have been available at the Civil Service Commission since August 20, 1947, in the case of forms for the incumbent phase of the program and since September 15, 1947, in the case of forms for new appointees.

Each department or agency is requested to review and check on the progress of the Federal Employee Loyalty Program in its agency. Are all the required forms and instructions distributed to all field offices and installations? Were Forms 84 and 86 submitted to the Federal Bureau of Investigation by October 15, 1947 for 30% of the "incumbent" employees? Are the required forms on "appointees" submitted to the office which will conduct the record search and inquiry within three days after the person is appointed?

It is important that the departments and agencies make special efforts to comply fully with the instructions issued on this program in order to meet the objectives set by the President and the Congress.

By direction of the Commission:

Sincerely yours,

Harry B. Mitchell
President

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